



## Welcome to Bugatti

The Brand Bugatti stands for exclusiveness, luxury, elegance, outstanding design and enormous passion. Unique visions, the strong tradition of legendary sports cars as well as the technical precision in development, construction and production – they form this brand since its founding in 1909, by Ettore Bugatti.

Become a part of this tradition. We invite you as:

# BG-VK/W – After Sales Customer Care Administrator (m/f/d) – temporary 7 months

### Your tasks

- Coordinate customer communication before and after service is performed on their vehicle
- Update the CRM database
- Market all types of services on BUGATTI vehicles as well as market current programs
- Coordinate the activities of the After Sales Workshop
- Administrative management of the services performed on the vehicles
  - Order of spare parts in SAP
  - Invoice the services performed on the vehicles in SAP
  - Record the activities in Salesforce
- Track and create orders in SAP
- Organize vehicle transports with customers / dealers
- Support the workshop team with the time management system

### Your qualifications

- Completed training in the administrative field
- Experience in the automotive industry is an advantage
- Proficiency in Microsoft Office
- Knowledge of SAP is desired, knowledge of Salesforce is an advantage
- Independent working, organizational skills, flexibility
- Confidentiality, discretion, creativity
- Command of French and English, German is an advantage

This position is temporary and available from 01.11.2022

Please join us and apply – with stating the position above – to [recruiting@bugatti.com](mailto:recruiting@bugatti.com).

*Vive la marque!*